

Please complete this form and return to:  
 Mercy Health Training Institute  
 67 Cade Way, Parkville Vic 3052  
 Or Fax: 9261 2032



## MERCY HEALTH TRAINING INSTITUTE

### TRAINING ENROLMENT FORM

#### 1. COURSE INFORMATION

Course Title			
Location		Course Date and Time	

#### 2. PARTICIPANT INFORMATION

(Please Print)					
Title	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss
First Name			Last Name		
Residential Street address				Suburb	
State		Postcode		Phone	
P.O. Box		Suburb		State	
Email				Date of Birth	
Victorian School Number (VSN)					
Position at Mercy					
Department at Mercy					

#### 3. PAYMENT DETAILS

(Please Print)					
Course Fee \$					
<b>CHEQUE or MONEY ORDER</b>					
Please write cheque or money order to: Mercy Health Training Institute					
<b>CREDIT CARD PAYMENT</b>					
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount to be debited					
Cardholder's Name			Expiry Date		/
Cardholder's Signature			Credit card verification code (last 3 digits on back of card)		

#### INVOICE

<input type="checkbox"/> Invoice (Please send invoice to)	First Name			Last Name	
Position			Organisation		
Department			Street address		
Suburb			State		Postcode
Email			Telephone		

#### COST CENTRE TRANSFER

		Facility / Cost Centre	
Cost Centre Department		Ledger Account Coding	
Cost Centre Manager Name		Cost Centre Manager Signature	

#### 4. FEES, REFUND AND CANCELLATION POLICY

1. Payment	Course fee payable at time of enrolment. Organisations can be invoiced with invoices to be paid in full within 7 days and prior to course commencement. A student is not considered enrolled until they have paid the course fee or deposit.
2. Withdrawals	When written notification of withdrawal from a course is received with more than 5 full working days prior to the course commencement, a full refund less a non-refundable administration fee of 25% of the full course fee. When written notification of withdrawal from a course is received less than 5 full working days prior to the course commencement date, a partial refund less 50% of the full course fee. No refunds will be issued on or after course commencement. For online learning, course commencement is considered to be when the student has logged into the Learning Management System and commenced the first unit.
3. Transfer	Notification of transfers to another course or course date with less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 15% of the full course fee.
4. Cancellation	Mercy Health Training Institute reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative course will be offered under these circumstances.

#### 5. PRIVACY STATEMENT

Personal information you provide on this form is private and confidential and used solely for the purposes of our services to you with the exception of the national statistical database to inform future federal funding in Vocational Training. Your personal details will never be distributed to a third party without your consent.

The above information is true to the best of my knowledge. I accept the terms and conditions.

Participant signature		Date	
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**For further information**

**Website** [www.mhti.com.au](http://www.mhti.com.au)

**Tel** 03 9261 2085

**Email** [mhti@mercy.com.au](mailto:mhti@mercy.com.au)